



ISV/Software Solutions

User Guide V2.1.4





Edition 2.1.4

Published by Sandbox

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For Sandbox

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Chapter 1 – Introduction

IN THIS SECTION

No Computereze!

Let's face it – when you are trying to do a task and can't get it right or work it out, there's nothing more frustrating than having to read page after page of technical material. You want the information you need – nothing more, nothing less – and you want it now! And it should be easy to find and understand.

That is what this User Manual is all about. It is written in plain English, with no technical jargon or computereze. Just look up the task in the index or the table of contents, turn to the page, and there's the information, laid out step-by-step and accompanied by a graphic image or two to add visual clarity.

Occasionally you might have to turn to another page if the procedure you're working on has a "See Also" in the left column. That's because there are some tasks which overlap, and we didn't want to repeat ourselves and make this text any longer than absolutely necessary. We've also included some useful tips here and there, but by and large we have tried to remain true to the heart and soul of this book, which is that the information you need should be available to you at a glance.

A Quick Overview

This book is not meant to be read in any particular order. It's designed so that you can jump in, get the information you need, and then close the book and keep it nearby until the next time you need to know how to get something done. But that doesn't mean we have scattered the information about with wild abandon. If you were to read this book from front to back, you'll find a logical progression.

Enjoy!!

Chapter 2 – Getting Started

IN THIS SECTION

Introducing ESC

The local grain industry, has for many years, used a paper based silo certificate system. Since 2004, silo owners have had the option, in addition to issuing paper certificates, to offer electronic silo certificates which are managed in an industry ownership register, accessible to all through the internet or telephonically.

Sponsored initially by Senwes and Afgri, there are now electronic silo certificates for wheat, maize, soya and sunflower. Silo certificates can still be drawn in the traditional paper process (although this will be phased out in the near future) or be requested in an electronic format. The electronic process will automatically be written to an industry-wide register where each owner can manage his individual certificates in a manner similar to Internet banking.

The register will be managed independently of any industry player and confidentiality is assured, with **only** the owner having sight and management of their own certificates. This is not a trading platform, it exists only to create a secure electronic environment for the ownership of silo certificates and managing the change of ownership thereof!

Key benefits

- Silo certificate ownership is moved instantly, securely and is always safe
- Improved administrative efficiency
- Time based delays removed
- Improved control environment
- Reduced risk of fraud
- Improved delivery onto and off Safex
- Manage splits, physical delivery requests, encumbrances for loan security – instantly
- No transaction costs and no industry related costs such as courier fees
- Real-time register reporting with slice-and-dice querying
- Actual certificates, reconciled and reported on real-time are instantly available
- Manage multiple staff with access, action and viewing rights
- Full audit trails

The system is available for use by all industry participants, regardless of size. A phased process for other issuers of certificates is on schedule. There are no system or joining fees, nor any transaction fees.

Accessing the system

How to register to get a user ID on the system

You need to register in order to create a user account in the electronic silo certificates system.

You can download an application form from www.silocerts.co.za or call the support centre on 011 797 5591. You will need Adobe acrobat reader (which is available from www.silocerts.co.za as a free download) to open this form as the document is in PDF format.

Once you have filled in this form you can fax it to the call centre on **011 202 9508** and they will process the application and allocate you a User ID, password and PIN.



Note

You will need a valid User ID to access this system, if you do not have a User ID, please download the "User Registration" form from www.silocerts.co.za or call the support team on **011 797 5591** for instructions on how to register to obtain a User ID, password and PIN.

Silocerts website

User guides, Frequently Asked Questions and a "How To" series are available for download at **www.silocerts.co.za**.

www.silocerts.co.za is also the gateway into the ESC system, when you connect to the site you will be presented with the following screen.

The screenshot shows the homepage of the Electronic Silo Certificates (ESC) website. At the top is the ESC logo with the text "Electronic Silo Certificates". Below the logo is a navigation bar with links: Participants, User Guides, Launch, Document Pack, Forms, and Brochures. On the left side, there is a vertical menu with links: Home, About ESC, Key Benefits, FAQ's, Privacy Policy, Contact Us, Participating Silo Operators, and a Login button. Below the menu, there is a Microsoft Gold Certified Partner logo and text indicating ISV/Software Solutions. The main content area features a welcome message: "Welcome to the Official Site for Electronic Silo Certificates". It describes the system as a convenient and secure approach to managing silo certificates online. A section titled "Presenting a new standard in silo certificate management:" discusses the inefficiency of the paper-based system and introduces the ESC electronic register as an instant, secure, and cost-free mechanism. Contact information is provided: support@silocerts.co.za, Tel: (011) 797-5591, and Fax: (011) 202-9508. A footer note states: "This site is best viewed in 1024x768, Internet Explorer 5.0 or higher is recommended."



Home	Participants	User Guides	Launch	Document Pack	Forms	Brochures
About ESC						
Key Benefits						
FAQ's						
Privacy Policy						
Contact Us						
Participating Silo Operators						

Electronic Silo Certificates

Login

Electronic Silo Certificates

Microsoft
GOLD CERTIFIED
Partner
ISV/Software Solutions

Electronic Silo Certificates

Powered by
[Sandbox Technologies](#)
and ESC

Welcome to the Official Site for Electronic Silo Certificates

The convenient and secure approach to managing silo certificates online

Presenting a new standard in silo certificate management:

Tired of time delays, administration and the uncertainty of the antiquated paper based system?

For decades, grain ownership in silos has been represented by a paper-based system of silo certificates. The paper-based process is inefficient, time consuming and costly. It creates delays and costs in numerous associated transactions such as the trading and financing of grain.

ESC presents an electronic silo certificate register that offers an instant, secure and cost-free mechanism of managing silo certificates. Real-time, from anywhere, at anytime!

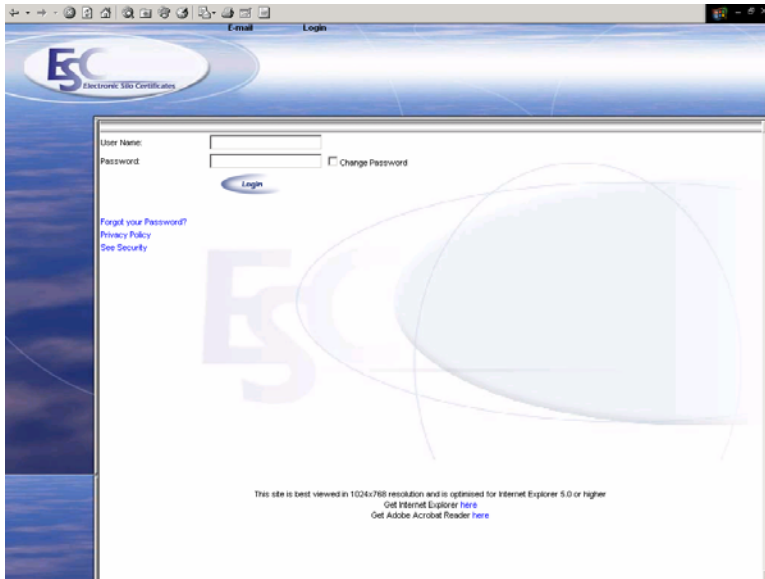
support@silocerts.co.za Tel: (011) 797-5591 Fax: (011) 202-9508

This site is best viewed in 1024x768, Internet Explorer 5.0 or higher is recommended.

If you click on the login screen you will find the entry point into the system.

The login screen

Once you have clicked on the login button as explained above, you will be redirected to the login page.

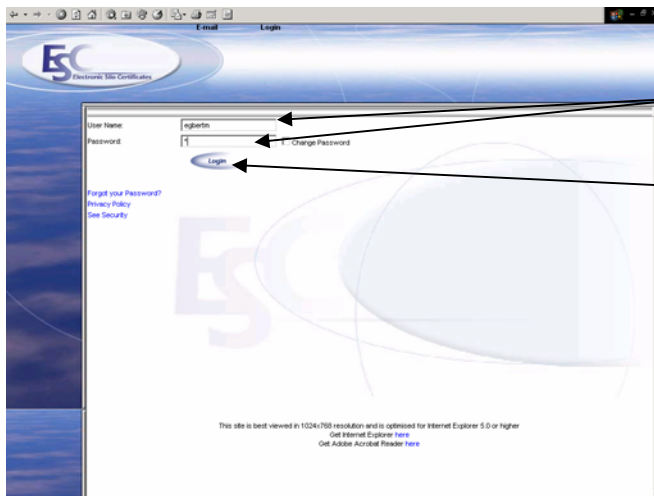


Very Important



If you have not yet registered or you do not have a User Name and Password please refer to the section that deals with how to register and get a User Name and Password for the system. **YOU WILL NOT BE ABLE TO ACCESS THE SYSTEM WITHOUT A VALID USER NAME, PASSWORD AND PIN NUMBER.**

How to log in



You will need to enter your User Name and Password as it was supplied to you when you registered.

Note that you will need to specifically click on the login button, hitting enter will not log you in.

How to change your Password

The screenshot shows the ESC Login page. At the top, there is a navigation bar with 'E-mail' and 'Login' links. Below this, the ESC logo is visible. The main content area contains a login form with fields for 'User Name' (containing 'egbertin') and 'Password'. To the right of the password field is a checkbox labeled 'Change Password' which is checked. Below the login fields are links for 'Forgot your Password?', 'Privacy Policy', and 'See Security'. Further down, there is a 'New Password' section with fields for 'New Password' and 'Confirm New Password', and a 'Submit' button. At the bottom, there is a footer note: 'This site is best viewed in 1024x768 resolution and is optimized for Internet Explorer 5.0 or higher. Get Internet Explorer here. Get Adobe Acrobat Reader here.'

If you would like to change your password you can click on "Change Password". You will be presented with a screen that will ask you to input your old password in the Password space provided. You will need to enter your new password in the space provided, please note that the password standards that we use are "Strong Passwords" and must be a minimum of 8 characters long. This must include letters and a special character an example would be P@\$word123

Forgot User Name and Password?

Should you forget your User ID, password or your pin, you will need to contact the support centre on 011 797 5591 and they will fax you a verification form for completion and you will need to fax it back to them.

Once this process is completed ESC Support will issue you with your User Name and Password.

PIN Code

For security reasons we have included an additional security feature that uses a PIN code to allow access to the system, this pin code will be issued when you have an account created and will need to be entered before you are allowed to enter the ESC system.

The screenshot shows the ESC PIN Code entry screen. At the top, there is a navigation bar with 'E-mail' and 'Login' links. Below this, the ESC logo is visible. The main content area contains a welcome message: 'Welcome: Egbert Munkgraff'. Below this, it says 'The last time you logged in was: Feb 8 2005 2:39PM'. The main instruction is 'Enter only the characters from your PIN represented by the UNLOCK blocks'. There are six input fields, each with a small 'UNLOCK' icon. Below the input fields is a checkbox labeled 'Change my 6 digit PIN'. To the right of the input fields are 'Submit' and 'Cancel' buttons. At the bottom, there is a section titled 'I have read and accepted the participant agreement' with a link 'How does it work?'. Below this, there is a table showing the registered PIN and the requested PIN.

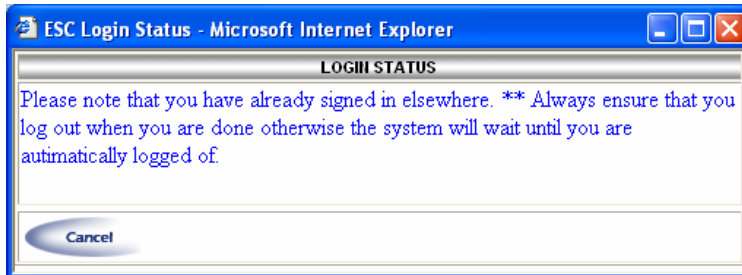
Example PIN	1	2	3	4	5	6
The following is requested	1	2	3	4	5	6
You have to enter	1	2	3	4	5	6

The six digit code will randomly turn require 4 out of the six digits in the pin code to be entered, in the example if your pin code is 1 2 3 4 5 6, then you would enter only 1 4 5 & 6.

Select the change your PIN Code, a pop up screen will appear that will require you to input a new 6 digit PIN. Once entered that will be your new default PIN

Every time you access the site you will be required to accept the site Participant Agreement by selecting the Participant Agreement checkbox

Login Warning



If you are logged on somewhere else, or if you did not logoff when you exited the system, you will get this warning message when you login.

This will not cause any problems in the way the system operates and is primarily informational.

Very Important



For security reasons, ESC features an "Auto Timeout" feature that will automatically log you off should there be 15 minutes of inactivity on your keyboard, should this happen you will be automatically redirected to the login screen and required to login to the system before you can continue with your transactions.

Chapter 3: My Certificates Dashboard

IN THIS SECTION

My Certificates Main Screen

Once you have logged on successfully you will be presented with your world of electronic certificates, which will be discussed in detail in this section.

This is your home – all your transactions and queries revolve around this main screen.

My Certificates Main Screen

Welcome: Vernon Penny
Managing certificates for: Vernon Penny
The last time you logged on was: Mar 17 2004 10:07AM

Summary

Certificates	Total	Maize	Wheat	Soya	Sunflower
18	27,700.00	9,600.00	12,000.00	2,600.00	3,500.00
Total Certs: 0	Total Tons: 0	Ton Maize: 0	Ton Wheat: 0	Ton Soya: 0	Ton Sunf: 0

My Certificates

Certificate #	Type	Silo	Location	Product	Grade	Quantity	Public	
☐ 16000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2	1600	(No/Nee)	Billing
☐ 17000	Silo Certificate	Klerksdorp	Bethall Ext 4	YM	YM1	1700	(No/Nee)	Billing
☐ 18000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	1800	(No/Nee)	Billing
☐ 19000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	1900	(No/Nee)	Billing
☐ 20000	Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2	2000	(No/Nee)	Billing
☐ 23000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2	2300	(No/Nee)	Billing
☐ 24000	Silo Certificate	Klerksdorp	Bethall Ext 4	YM	YM1	2400	(No/Nee)	Billing
☐ 25000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	2500	(No/Nee)	Billing
☐ 28000	Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	2800	(No/Nee)	Billing

Transfers Out

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expire	Type	
6000	Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2	600	Afgri Limited/Beperk	2004/03/17	2004/03/20	Transfer	Billing Detail
1000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	100	Afgri Limited/Beperk	2004/03/17	2004/03/20	Transfer	Billing Detail
4000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	400	Afgri Limited/Beperk	2004/03/17	2004/03/20	Transfer	Billing Detail
5000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	500	Afgri Limited/Beperk	2004/03/17	2004/03/20	Transfer	Billing Detail

Certificates Encumbered

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	
7000	Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	700	Afgri Limited/Beperk	2004/03/17	Billing Detail

User Identification

My Certificates E-mail Logout

Welcome: Vernon Penny
Managing certificates for: Vernon Penny
The last time you logged on was: Mar 17 2004 10:07 AM

Summary Certificates Total Maize Wheat Soya Sunflower
18 Tons: 27,700.00 9,600.00 12,000.00 2,600.00 3,500.00
Total Certs: 0 Total Tons: 0 Ton Maize: 0 Ton Wheat: 0 Ton Soya: 0 Ton Sunf: 0

My Certificates

Certificate #	Type	Silo	Location	Product	Grade	Quantity	Public	Actions
16000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM2	1600	(NoFee)	Billing
17000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	1700	(NoFee)	Billing
18000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP	1800	(NoFee)	Billing
19000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP2	1900	(NoFee)	Billing
20000	Silo Certificate	Klerksdorp	Bethal Ext 4	SF	BP2	2000	(NoFee)	Billing
23000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM2	2300	(NoFee)	Billing
24000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	2400	(NoFee)	Billing
25000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP	2500	(NoFee)	Billing
26000	Silo Certificate	Klerksdorp	Bethal Ext 4	SO	BP2	2600	(NoFee)	Billing

Transfers Out

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
6000	Silo Certificate	Klerksdorp	Bethal Ext 4	SF	BP2	600	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail
1000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	100	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail
4000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP	400	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail
8000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP2	800	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail

Certificates Encumbered

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
7000	Silo Certificate	Klerksdorp	Bethal Ext 4	SO	BP2	700	Atgri Limited Bepers	2004/03/17			Billing Detail

Once you login the system will automatically identify you and display your name in the display area as well as the last time you logged into the ESC System

Just above your details is a "My Certificates" link that will always bring you back to this page no matter where you are in the system.

There is a "logout button" that should be used every time you exit the system.

Should you not logout when you are finished your session, you will get the error message that is explained in the last section of chapter 2 of this user guide.



Note

If you are part of a group of traders or if your account has multiple users, you will be identified as well as group / company you belong to.

Summary

The summary bar will give you a quick overview of all the certificates that you currently own.

My Certificates E-mail Logout

Welcome: Vernon Penny
Managing certificates for: Vernon Penny
The last time you logged on was: Mar 17 2004 10:07 AM

Summary Certificates Total Maize Wheat Soya Sunflower
18 Tons: 27,700.00 9,600.00 12,000.00 2,600.00 3,500.00
Total Certs: 0 Total Tons: 0 Ton Maize: 0 Ton Wheat: 0 Ton Soya: 0 Ton Sunf: 0

My Certificates

Certificate #	Type	Silo	Location	Product	Grade	Quantity	Public	Actions
16000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM2	1600	(NoFee)	Billing
17000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	1700	(NoFee)	Billing
18000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP	1800	(NoFee)	Billing
19000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP2	1900	(NoFee)	Billing
20000	Silo Certificate	Klerksdorp	Bethal Ext 4	SF	BP2	2000	(NoFee)	Billing
23000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM2	2300	(NoFee)	Billing
24000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	2400	(NoFee)	Billing
25000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP	2500	(NoFee)	Billing
26000	Silo Certificate	Klerksdorp	Bethal Ext 4	SO	BP2	2600	(NoFee)	Billing

Transfers Out

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
6000	Silo Certificate	Klerksdorp	Bethal Ext 4	SF	BP2	600	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail
1000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	100	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail
4000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP	400	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail
8000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	BP2	800	Atgri Limited Bepers	2004/03/17	2004/03/20	Transfer	Billing Detail

Certificates Encumbered

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
7000	Silo Certificate	Klerksdorp	Bethal Ext 4	SO	BP2	700	Atgri Limited Bepers	2004/03/17			Billing Detail

The summary section gives you an overview of your current certificates, from the summary bar you can see.

How many certificates you own.
Total tonnage of all your certificates.
Tonnage of each crop you own.

Summary	Certificates	Total	Maize	Wheat	Soya	Sunflower
	18	Tons: 27,700.00	9,600.00	12,000.00	2,600.00	3,500.00
	Total Certs: 0	Total Tons: 0	Ton Maize: 0	Ton Wheat: 0	Ton Soya: 0	Ton Sunf: 0

Certificate Analyser

My Certificates E-mail Logout

Welcome: Vernon Penny
Managing certificates for: Vernon Penny
The last time you logged on was: Mar 17 2004 10:07AM

Summary	Certificates	Total	Maize	Wheat	Soya	Sunflower
18	Tons:	27,700.00	9,600.00	12,900.00	2,600.00	3,500.00
Total Certs:0	Total Tons:0	Ton Maize:0	Ton Wheat:0	Ton Soya:0	Ton Sunf:0	

My Certificates

Certificate #	Type	Silo	Location	Product	Grade	Quantity	Expiry	Actions
☐ 16000	Silo Certificate	Klerksdorp	Bethal Est 4	VM	VM2	1600	(No Fee)	Billing
☐ 17000	Silo Certificate	Klerksdorp	Bethal Est 4	VM	VM1	1700	(No Fee)	Billing
☐ 18000	Silo Certificate	Klerksdorp	Bethal Est 4	WT	BP	1800	(No Fee)	Billing
☐ 19000	Silo Certificate	Klerksdorp	Bethal Est 4	WT	BP2	1900	(No Fee)	Billing
☐ 20000	Silo Certificate	Klerksdorp	Bethal Est 4	SF	BP2	2000	(No Fee)	Billing
☐ 23000	Silo Certificate	Klerksdorp	Bethal Est 4	VM	VM2	2300	(No Fee)	Billing
☐ 24000	Silo Certificate	Klerksdorp	Bethal Est 4	VM	VM1	2400	(No Fee)	Billing
☐ 25000	Silo Certificate	Klerksdorp	Bethal Est 4	WT	BP	2500	(No Fee)	Billing
☐ 26000	Silo Certificate	Klerksdorp	Bethal Est 4	SO	BP2	2600	(No Fee)	Billing

Transfers Out

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
6000	Silo Certificate	Klerksdorp	Bethal Est 4	SF	BP2	600	Atgri Limited Bepersk	2004/03/17	2004/03/20	Transfer	Billing Detail
1000	Silo Certificate	Klerksdorp	Bethal Est 4	VM	VM1	100	Atgri Limited Bepersk	2004/03/17	2004/03/20	Transfer	Billing Detail
4000	Silo Certificate	Klerksdorp	Bethal Est 4	WT	BP	400	Atgri Limited Bepersk	2004/03/17	2004/03/20	Transfer	Billing Detail
8000	Silo Certificate	Klerksdorp	Bethal Est 4	WT	BP2	800	Atgri Limited Bepersk	2004/03/17	2004/03/20	Transfer	Billing Detail

Certificates Encumbered

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
7000	Silo Certificate	Klerksdorp	Bethal Est 4	SO	BP2	700	Atgri Limited Bepersk	2004/03/17		Billing	Detail

The certificate analyser is a filter that will enable you to filter the certificates in the "my certificates" view to match a certain criteria.

Certificate Analyser

Once you have clicked on the Certificate Analyser button, it will open up the product analyser filter window as shown below.

Product Analyzer - Microsoft Internet Explorer

SELECT THE OPTIONS YOU WOULD LIKE TO FILTER ON:

Safex Options
☒ All ☐ Safex ☐ Non-Safex

Product
☒ White Maize
☐ Yellow Maize
☒ Wheat
☐ Sunflower
☐ Soya

Grade
☐ White Maize Grade 1
☒ White Maize Grade 2
☐ Yellow Maize Grade1
☐ Yellow Maize Grade2
☐ Beans Class 1
☐ FH
☒ BP
☐ BP2

Silo
 Bethell
 Pretoria
 De Rust
 Bronhorstspuit

Location
 Load information

Calendar -- Web ...
 Mar 2004
 Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31
 Cancel Clear

Advanced..

Acquired From: 101289(Vernon Penny)

Date Acquired:

Storage type and date (If applicable):

Submit **Reset**

Once the product analyser window has popped up on your screen, you will be able to filter the certificates based on the following criteria:

All, Safex or non-Safex certificates
 Product Grade
 Product Type
 Silo Owner
 Location of product

If you click the "advanced" button you will have the ability to further filter by:

From whom you acquired the certificate.

The date you acquired it.

Storage type (daily or monthly).

The submit button will let the filter take effect.

The reset button will clear the filter.

Please note that if a filter is active you will see "Filtered" in brackets next to the certificate classifications as depicted in the graphic below.

Summary	Certificates	Tons:	Total	Maize	
	6		6,000.00	3,000.00	
My Certificates (Filtered)					
Certificate #	Type	Location			
☐ 16000	Safex Silo Certificate	Bethall			
☐ 17000	Safex Silo Certificate	Bethall			
☐ 18000	Safex Silo Certificate	Bethall			
☐ 19000	Safex Silo Certificate	Bethall			
Transfers Out (Filtered)					
Certificate #	Type	Location	Product	Grade	Quantity
11000	Safex Silo Certificate	Bethall	WM	WM1	1000
15000	Safex Silo Certificate	Bethall	SO	WM1	1000
Certificates Encumbered (Filtered)					

The summary details that are displayed while a filter is active, is for filtered certificates.

In this example it shows details for all Safex certificates that are owned.

As you can see, this can be a very useful tool to extract details and reports on your certificates



Very Important

Filters that have been turned on through certificate analyser will continue to show the last selected filter in the "My Certificates" view until you click the "reset" button.



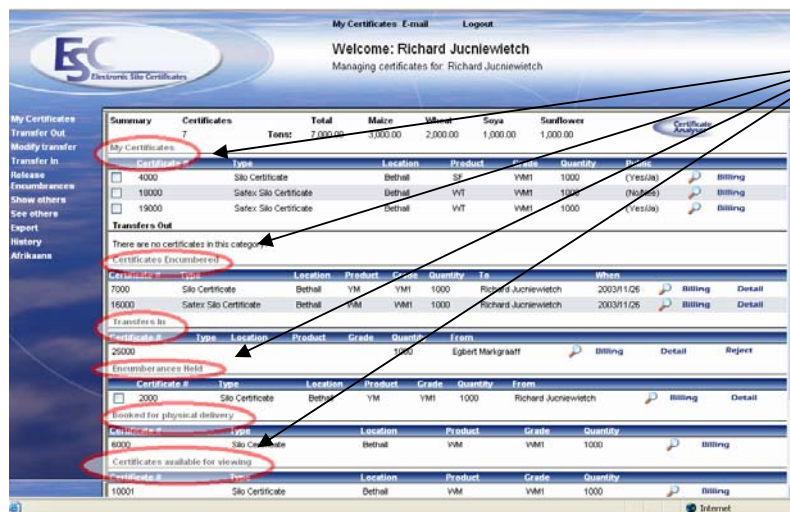
Note

Filters set in product analyser will not be saved if you log off or exit the system.

Certificate Details

This section will deal with the main area of the certificates screen, please note that this section will deal with the various categories that your certificates are classified under and acts as a view / informational portal to your certificates.

The next section in this chapter entitled "Main Navigation" will deal with the actual how and why certificates are moved from category to category.



Your certificates are broken up into sections that will identify the current status of your certificates.

You can use the scroll bar on the side of the screen to scroll the screen to the top and bottom of the list.

My Certificates

All the certificates that belong to the user/viewer and all certificates that are open and transferable will appear in this list.

1	2	3	4	5	6	7	8	9	10	11
↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
My Certificates										
Certificate #	Type	Silo	Location	Product	Grade	Quantity	Public		Billing	
91000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	9100	(No/Nee)		Billing	
92000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	9200	(No/Nee)		Billing	
93000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2	9300	(No/Nee)		Billing	
96000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	9600	(No/Nee)		Billing	
97000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2	9700	(No/Nee)		Billing	
98000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	9800	(No/Nee)		Billing	
99000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	9900	(No/Nee)		Billing	
100000	Safex Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2	10000	(No/Nee)		Billing	
Transfers Out										

- 1 The checkbox must be selected when you want to transact with this certificate, i.e. put the certificate on offer to another user in the system.
- 2 The certificate number
- 3 Type of certificate, can be either a Safex Silo Certificate (tradable with Safex) or a Non-Safex certificate
- 4 Silo
- 5 Silo location
- 6 Product Type
- 7 Product Grade
- 8 Certificate quantity in TONS
- 9 Can the certificate details be viewed by others (see "Show Others" section in Navigation Menu, later in this chapter)
- 10 View Certificate



Clicking on the icon will bring up an electronic view of the certificate. This is strictly a non-transferable view of the electronic certificate and may be printed for your reference.

ESC
Electronic Silo certificates

Hoofkantoor/Head Office: Eeufersestraat 24 Eeuferse Street Postbus/PO Box 100 Bethal 2310 Tel (017)624 1000 Fax (017)624 1225

SILOCERTIFIKAAT
SILO CERTIFICATE NO

TERMYN EINDDATUM VAN CERTIFIKAAT/MATURITY DATE OF CERTIFICATE

BOGENOMDE SILO-EIGENAAR BERG: ABOVE-MENTIONED SILO OWNER STORES: (ton in woorden/ton in words)	TIEN DUISENDE/ TEN THOUSANDS	DUISENDE/ THOUSANDS	HONDERDE/ HUNDREDS	TIENE/ TENS	EEN/ ONES	DESMIALE/ DECIMALS
	0	1	0	0	0	0

Sunflower BY / AT
 PRODUK / PRODUCT ID / MPY NR
 VIR / FOR ID / CO NO
 (PERSOON / PERSON) FOLIO NR / NO
 VAN / FROM
 Region8 KONTRAK NR:
 2007 AANVRAAG NR:
 (ADRES / ADDRESS)

**OF DIE OORDRAGNEMER VAN HIERDIE SILOCERTIFIKAAT SOOS HIERONDER AANGETEKEN
OR THE TRANSFEREE OF THIS SILO CERTIFICATE AS NOTED HEREUNDER**

**DIE VOLGENDE KOSTE (BTW UITGESLUIT) IS BETAALBAAR VAHAF DATUM VAN UITREIKING VAN HIERDIE CERTIFIKAAT
THE FOLLOWING COSTS (VAT EXCLUDED) ARE PAYABLE FROM DATE OF ISSUE OF THIS CERTIFICATE**

Done Internet

(ADRES / ADDRESS)

**OF DIE OORDRAGNEMER VAN HIERDIE SILOCERTIFIKAAT SOOS HIERONDER AANGETEKEN
OR THE TRANSFEREE OF THIS SILO CERTIFICATE AS NOTED HEREUNDER**

**DIE VOLGENDE KOSTE (BTW UITGESLUIT) IS BETAALBAAR VAHAF DATUM VAN UITREIKING VAN HIERDIE CERTIFIKAAT
THE FOLLOWING COSTS (VAT EXCLUDED) ARE PAYABLE FROM DATE OF ISSUE OF THIS CERTIFICATE**

KOSTE / COSTS	BEDRAG / AMOUNT	TYDPERK / PERIOD
Hantering / Handling	R 0 per ton	
Opberging / Storage	R 0 per ton per dag / per ton per day	
Voorskoonmaak / Pre-clean	R 0 per ton	

KORING PRYSREGSTELLING / WHEAT PRICE ADJUSTMENT

KLAS EN GRAAD CLASS AND GRADE										
PRYSANPASSING / TON PRICE ADJUSTMENT / TON	R	R	R	R	R	R	R	R	R	R

[History](#) [Terms](#)

Clicking on the "History" button will bring up the total history of ownership of the certificate.

Clicking on the "Terms" button will display the terms and conditions supplied by the Silo Owner for that particular certificate.

CertHistory - Microsoft Internet Explorer

File Edit View Favorites Tools Help

CERTIFICATE HISTORY

Certificate #	Event	Seller	Buyer	Date
11000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
15000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
16000	Encumber	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:25:00 PM
2000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
3000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
4000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM
7000	Encumber	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:25:00 PM

- 11 This is a link to a Notes section that is specific to each certificate and available for your personal annotations



Very Important

Once a certificate is transferred to another party, the note that was attached to the certificate will be deleted and there will be no reference to that note anywhere in the system.

Transfers Out

This applies to all certificates that are currently on offer to 3rd parties and have/have not yet been accepted and where the window period is still open.

Transfers Out											
Certificate #	Type	Location	Product	Grade	Quantity	1 To	2 When	3 Expire	4 00000 Type	5	6
8000	Silo Certificate	Bethall	WT	VWM1	1000	Pieter Fourie	2003/12/01	2003/12/02	Transfer	Billing	Detail
9000	Silo Certificate	Bethall	SF	VWM1	1000	Pieter Fourie	2003/12/01	2003/12/02	Transfer	Billing	Detail
13000	Safex Silo Certificate	Bethall	WT	VWM1	1000	Egbert Markgraaff	2003/12/01	2003/12/03	Transfer	Billing	Detail
14000	Safex Silo Certificate	Bethall	SF	VWM1	1000	Egbert Markgraaff	2003/12/01	2003/12/03	Transfer	Billing	Detail

- 1 Who the offer is made to.
- 2 When the offer was made, you can see detailed time in the "Detail" section.
- 3 When the offer will expire, you can see detailed time in the "Detail" section.
- 4 The type of transaction, either a transfer or encumbrance.
- 5 View the offer detail



Clicking on "Detail" allows you to see the **transaction** details.
If you would like to see the certificate particulars and details then please refer to the section "viewing a certificate"

Certificate(s):	2000
Seller:	Egbert Markgraaff
Buyer:	Richard Jucniewitch
Tons:	1000
Conditional:	No
Releasing party:	
Open for:	72
Expire:	12/4/2003 2:05:46 PM
Type:	Transfer

[Back](#)

The details screen will give you information on the offer such as certificate number, the buyers and sellers name.

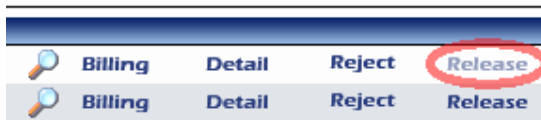
The tonnage for the certificate.

If it is a conditional transaction it will also display who the releasing party is for this transaction.

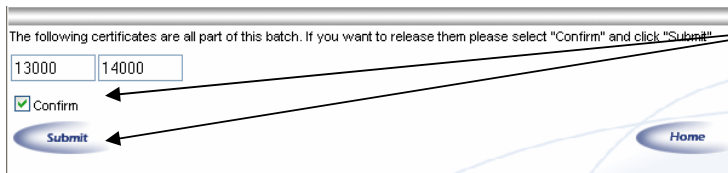
You can also see how long the offer is valid for as well as the expiry time for the offer

The type can either be a transfer or an encumbrance.

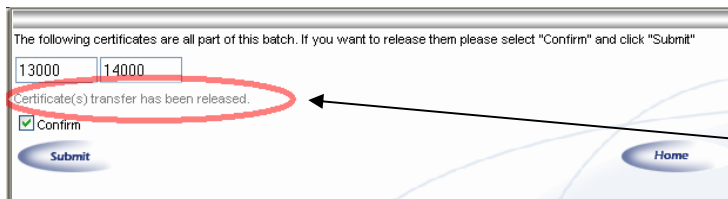
- 6 If the offer is conditional and this user is the releasing party the "Release" option will be available, if the offer is not conditional then this option will not be available.



The "Release" button will only be available on offers that are conditional and you are selected as the "Releasing Party". Once both parties have accepted the conditions, the releasing party has to release the certificate.



Select "Confirm" by clicking the check box followed by the submit button.



Once this is clicked the ownership certificate is released to the new owner immediately.

Confirmation that the certificate has been released

Certificates Encumbered

All certificates that the user has encumbered to 3rd parties. Once a certificate has been encumbered only the person who holds the encumbrance can release the encumbrance. See the section on "Release Encumbrance" in the "Main Navigation" section of this chapter.

Certificates Encumbered											
Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When		Billing	Detail
7000	Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	700	Afgri Limited/Beperk	2004/03/17			
11000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	1100	Afgri Limited/Beperk	2004/03/17			
12000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	1200	Afgri Limited/Beperk	2004/03/17			
15000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	1500	Afgri Limited/Beperk	2004/03/17			

Very Important



Once a certificate is encumbered, it can only be released by the party who holds the encumbrance. The party that holds the encumbrance can also take ownership of this certificate. Should ownership of the certificate be taken by the encumbrance holder, the certificate will be removed from this list.

This is the category that shows all certificates that are on offer to the user by other parties

1 It is possible to create a "transfer in" before the other party has made it available to you. The details do not appear in the list as can be seen above.

The Seller will need to put in a corresponding "transfer Out" order before the two will match up.

If a certificate is on offer to you, you will have the ability to either accept or reject the offer.

You will see the note below once it is successfully posted.

The following certificate will be rejected.

☒ Confirm rejection

Certificate(s) transfer has been rejected.

[Submit](#) [Home](#)

Note

Once an offer has been rejected it will be removed from your list immediately and you will no longer have access to that offer.

Note

If the offer is conditional and this user is the releasing party the option to release will be available otherwise it will not be available.

- 3 If a transaction is conditional and you are the releasing party, you will be presented with the release option once the offer has been accepted.

Billing	Detail	Reject	Release
Billing	Detail	Reject	Release



Note

You will need to go through the process of accepting the transaction before the release option is presented.

Encumbrances Held

All certificates that the current user/viewer has encumbrances over

1

2

3

Encumbrances Held

Certificate #	Type	Silo	Location	Product	Grade	Quantity	From					
☐	22000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	2200	Afgrj Limited/Beperk		Billing	Detail	Take Ownership
☐	27000	Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2	2700	Afgrj Limited/Beperk		Billing	Detail	Take Ownership

- 1 Option to release encumbrances.
Should you wish to release an encumbrance you will need to select the certificate you wish to release by selecting the check box and clicking on "Release Encumbrances" on the Main Navigation menu. This is explained in detail in that section later on in this chapter.
- 2 The "From" list is the name of the person who encumbered this certificate to you.
- 3 As the encumbrance holder you have the ability to take ownership of a certificate that has been encumbered to you by clicking on the "Take Ownership" button.

You will be presented with a screen that prompts you for a reason. Please also note that you need to accept by checking the "Confirm" checkbox.

IN ORDER TO TAKE OWNERSHIP OF THE CERTIFICATE PLEASE SUPPLY THE FOLLOWING INFORMATION AND SELECT THE "CONFIRM" BOX

Certificate Number:

Reason for taking ownership:

☒ Confirm

Booked for cancellation / delivery

All certificates that you have requested cancellation or delivery for are locked and placed in this category.

Booked for cancellation/delivery									
Certificate #	Type	Silo Owner	Silo	Product	Grade	Quantity	Date	Reason	
0174	Safex Compliant Certificate	Servwes Limited/Beperk	Bothaville silo nr 2	YMAZ	YM1	100.000	12/8/2005 7:13:59 PM	Request to deliver	Billing
802018	Safex Compliant Certificate	Afgri Handling and Storage	Balfour silo	YMAZ	YM1	2,500.000	1/30/2006 1:01:57 PM	Request to deliver	Billing
802049	Safex Compliant Certificate	Afgri Handling and Storage	Carolina silo	YMAZ	YM1	2,000.000	1/30/2006 1:01:57 PM	Request to deliver	Billing
802052	Safex Compliant Certificate	Afgri Handling and Storage	Davel silo	YMAZ	YM1	2,000.000	1/30/2006 1:01:57 PM	Request to deliver	Billing

You can view the reason for a certificate being placed in this category by looking at the reason code.

Once delivery has been taken of the product or once the product has been booked over to your Silo Owner Storage Account, the certificate will be removed from this category.



Very Important

Once a certificate is booked for delivery it cannot be removed out of this category unless the certificate is cancelled and re-issued by the Silo Owner.

Certificates available for viewing

All certificates that other parties have made available for viewing to this user for a selected period of time will be available in this view.

When you select to show others and select the actual users that may view this certificate, the certificate that you selected will become available to those users in this view.

Please note that if you have assigned a password to the certificate via the "Show Others" option then the certificate will not be shown here, instead you will have to click on the "See Others" link on the left hand menu.

Certificates available for viewing							
Certificate #	Type	Silo	Location	Product	Grade	Quantity	
40000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	4000	Billing

To view the certificate click on the magnifying glass.

You will be asked for the account number of the person showing you this certificate.

IN ORDER TO VIEW THIS CERTIFICATE YOU NEED TO ENTER THE CURRENT OWNERS NUMBER.

Account Number:

[Submit](#) [Cancel](#)

Once you have typed in the correct account number, the certificate viewer will be loaded and you may view the certificate.

Safex awaiting release

Once Safex has allocated a certificate it will become available in the "Safex awaiting release" category, although this certificate is not tradable until Safex release it, you are able to re-book the certificate back over to Safex.

Safex Awaiting Release							
	Certificate #	Type	Location	Product	Grade	Quantity	
☐	379	Safex Silo Certificate	Bethall	YM	YM1	500	

Once Safex releases the certificate, it will move from this category into your "My Certificates" view and be available for trading as usual.

Expired certificates

Certificates that have reached their expiry/maturity dates will be put into this category.

Expired Certificates							
There are no certificates in this category.							



Very Important

Once a certificate has expired it cannot be removed out of this category unless the certificate is cancelled and re-issued / renewed by the Silo Owner.

Awaiting Splits

If you have requested a split on a certificate, the certificate will be locked and put into this category.

Awaiting Split							
	Certificate #	Type	Silo	Location	Product	Grade	Quantity
	25000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	2500
	26000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	2600

You can view the split request message any time by clicking on the information button.

THE FOLLOWING INSTRUCTION(S) WAS ENTERED BY THE USER:	
Certificate Number:	25000
The following instruction has been sent to the silo Klerksdorp: please split into 2 certificates 1 of 1500 and the other 1000 tons	
Instruction:	



Very Important

Once a certificate has been put into this category it will not be removed out of this category until the Silo Owner has affected the split. Once the split has been made the certificate will be removed from this category and your system.

Third party transactions to release

IF you have been designated as a third party to release a transaction then any certificates awaiting release by you will be in this category and will remain there until you release them.

Certificates will only appear in your list once both of the other parties have accepted the transaction.

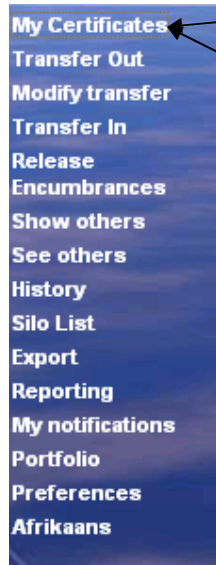
Third party transactions to release									
Certificate #	Type	Silo	Location	Product	Grade	Quantity	Owner	Counter Party	
34000	Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2	3400	Afgri Limited/Beperk	Egbert Markgraaff	Billing Reject Release
35000	Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	3500	Afgri Limited/Beperk	Egbert Markgraaff	Billing Reject Release

You have the ability to either release or reject the transaction. If you release the transaction then the certificate will change ownership. If you reject the transaction then the ownership will revert back to the original owner.

Navigation Menu

This section will deal with the navigation menu on the left hand side of the window. This is the section that allows you to transact with your certificates.

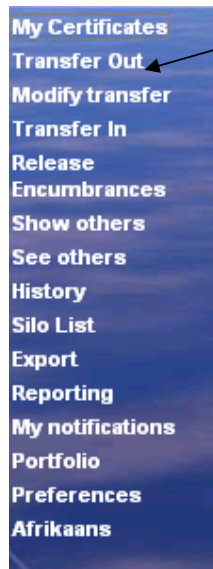
My Certificates



This is the link to your main screen, all your certificate information is accessible from here.

If you need to get back to your main screen, then you should click on "My Certificates" and it will take you to the home page.

Transfer Out



This is the button that you select if you want to put certificates on offer, deliver or credit storage account, split, transfer to Safex, or encumber.

Select the certificate or certificates that you want to transact on by clicking the checkbox next to the certificate in the "My Certificates" section.

Summary

Certificates	Total	Maize	Wheat	Soya	Sunflower
18	27,700.00	9,600.00	12,000.00	2,600.00	3,500.00
Total Certs:0	Total Tons:0	Ton Maize:0	Ton Wheat:0	Ton Soya:0	Ton Sunf:0

Welcome:Vernon Penny
Managing certificates for: Vernon Penny
The last time you logged on was:Mar 17 2004 10:07AM

My Certificates

Certificate #	Type	Silo	Location	Product	Grade	Quantity	Public	Actions
☐ 16000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM2	1800	(NoFee)	Billing
☐ 17000	Silo Certificate	Klerksdorp	Bethal Ext 4	YM	YM1	1700	(NoFee)	Billing
☐ 18000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	1000	(NoFee)	Billing
☐ 19000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	1900	(NoFee)	Billing
☐ 20000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	2000	(NoFee)	Billing
☐ 23000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM2	2300	(NoFee)	Billing
☐ 24000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	2400	(NoFee)	Billing
☐ 25000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	2500	(NoFee)	Billing
☐ 26000	Silo Certificate	Klerksdorp	Bethal Ext 4	SO	BP2	2600	(NoFee)	Billing

Transfers Out

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
6000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	600	Atgri Limited@perik	2004/03/17	2004/03/20	Transfer	Billing Detail
1000	Silo Certificate	Klerksdorp	Bethal Ext 4	VM	VM1	100	Atgri Limited@perik	2004/03/17	2004/03/20	Transfer	Billing Detail
4000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	400	Atgri Limited@perik	2004/03/17	2004/03/20	Transfer	Billing Detail
5000	Silo Certificate	Klerksdorp	Bethal Ext 4	WT	WT	500	Atgri Limited@perik	2004/03/17	2004/03/20	Transfer	Billing Detail

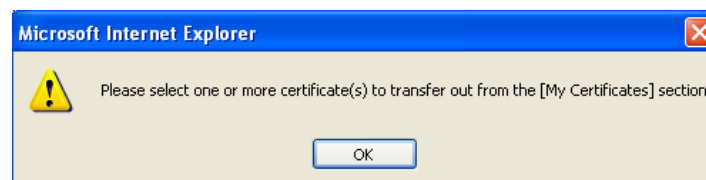
Certificates Encumbered

Certificate #	Type	Silo	Location	Product	Grade	Quantity	To	When	Expires	Type	Actions
7000	Silo Certificate	Klerksdorp	Bethal Ext 4	SO	BP2	700	Atgri Limited@perik	2004/03/17			Billing Detail



Note

If you do not select a certificate prior to clicking on "Transfer Out" you will get the following error message.



Transferring ownership to another party

My Certificates
Transfer Out
Modify transfer
Transfer In
Release
Encumbrances
Show others
See others
History
Silo List
Export
Reporting
My notifications
Portfolio
Preferences
Alerts

Welcome: Egbert Markgraaff
Managing certificates for: Egbert Markgraaff
User: egbertm - The last time you logged on was Feb 8 2005 4:53PM

Please complete the information for this transfer

What does this process do?
☒ Transfer ownership to another party
☐ Encumber as security
☐ Transfer to Safex
☐ Deliver or credit storage account
☐ Split

Certificates: 16000

Tonnage: 1600

Offer to: [Enter or select a counter party](#)

To whom: 101247(Afgri Limited/Bepark)

Show counter party users(e-mail)

Open for: 72 hours

Enter an instruction or comment

Conditional: ☐

Advanced: [Here you can enter additional information for the transaction](#)

Next

All the certificate numbers selected on offer will be populated automatically.

If the tonnage has not populated automatically you can either type the tonnage in yourself or select the automated tonnage calculation under "Preferences" to activate the function. If the tonnage does not match the transaction will fail.

Select the maximum time the transaction will be available to the other party

Select to whom you want to offer the certificate. Similar to internet banking you have to know the account number of the account you want to transfer to. Accounts that you have already activated will be in the drop list. Add this detail

If you select the "Conditional" checkbox then the details of the releasing party will be displayed. You will need to select whom the releasing party will be from the radio buttons marked "Me", "Counter Party" or "Third Party"

Note



If an offer is conditional, then both parties have to accept the transaction before the nominated releasing party releases the transaction and the ownership of the certificate.

TRANSACTION SUMMARY

Transaction ref / Certificates: 16000

Total tonnage: 1600

Offer to: Transfer ownership

To: 101247(Afgri Limited/Bepark)

Open for: 72 hours

Expires: 3/21/2004

Conditional: No

Releasing party: Not Applicable

Back Submit

Once you have filled in the details you will have a last chance to review the transaction details.

If you are not satisfied that the details of the offer are correct you can press the "Back" button to go back and correct any mistakes.

If you are satisfied with the offer, click on "Submit" and the offer will be made.

The Certificate(s) has been put on offer and will remain there for 72 hours.

You will get a confirmation screen. You will also see the offer in the "Transfers Out" section of my certificates view.

Transfer to Safex (from a Safex Client's perspective)

If you wish to transfer a certificate to Safex you need to choose this option.

TRANSACTION DETAILS

Please complete the information for this transfer

What does this process do?

Certificates: 00020

Transfer ownership to another party
Encumber as security
☒ Transfer to Safex
Deliver or credit storage account
Split

Tonnage: 2000

Safex Client Code: [dropdown]

Safex Member (Broker): [dropdown]

Delivery date: [dropdown]

Next

All the certificate numbers selected on offer will be populated automatically.

You will need to type the tonnage for the transaction if not populated automatically. If the tonnage does not match the transaction will fail.

Select the client code for the certificate owner and the member you would like to transfer the certificate to. Similar to Internet banking you need to know the account number of that you are transferring. Accounts you have already activated will be in the drop list.

Select a date for delivery date onto Safex. The transfer procedure will not complete unless a date is selected.

Clicking on "Next" will take you to the confirmation screen.

TRANSACTION SUMMARY

Transaction ref / Certificates: 00020

Total tonnage: 2000

Offer to: Transfer to Safex

Offer Client Code: 101303/Pharm Merchant Bank

To: 101303/Pharm Merchant Bank

I accept the applicable terms and conditions for each certificate in this transaction

[Terms And Conditions](#)

Back Submit

Once you have filled in the details you will have one last chance to review the transfer details.

You will be prompted to accept the Terms and Conditions of the certificate before the transfer will complete

If you are satisfied with the transfer details, click on "Submit" and the transfer will complete.

If you are not satisfied that the details of the offer are correct you can press the "Back" button to go back and correct any mistakes.

The Certificate(s) has been transferred to the selected safex dealer for the sole purpose of transferring it to Safex and will remain there until it is transferred or the member returns it to you.

Home

You will get a confirmation screen. You will also see the transfer in the "Certificates at Safex Member (Broker)" section of my certificates view.

Click on the "Home" button to take you back to the My Certificates view.

Transfer to Safex (from a Safex Member's perspective)

The Safex Member will receive all the certificates transferred from respective Safex Clients in the "Certificates to transfer to Safex" section of the My Certificates view.

Certificate #	Type	Site	Location	Product	Grade	Quantity	From	Safex Code	Delivery Date
78	Safex Compliant Certificate	Arnot silo	Arnot silo	SUN5	FH	700	Egbert Markgraaff	TES01	2005/02/05 12:00:00 AM
79	Safex Compliant Certificate	Arnot silo	Arnot silo	SUN5	FH	700	Egbert Markgraaff	TES01	2005/02/05 12:00:00 AM

Click on the "Transfer" action button to transfer the certificate onto Safex.

You will be presented with the confirmation screen next.

THE FOLLOWING CERTIFICATES WILL BE TRANSFERRED AS WELL AS THEY ARE PART OF THE SAME TRANSACTION.

Certificate #	Type	Site	Location	Product	Grade	Quantity	From	Safex Code	Delivery Date
78	Safex Compliant Certificate	Arnot silo	Arnot silo	SUN5	FH	700	Egbert Markgraaff	TES01	2005/02/05 12:00:00 AM
79	Safex Compliant Certificate	Arnot silo	Arnot silo	SUN5	FH	700	Egbert Markgraaff	TES01	2005/02/05 12:00:00 AM

☒ Change offer details

New Safex Client Code:

New Delivery Date:

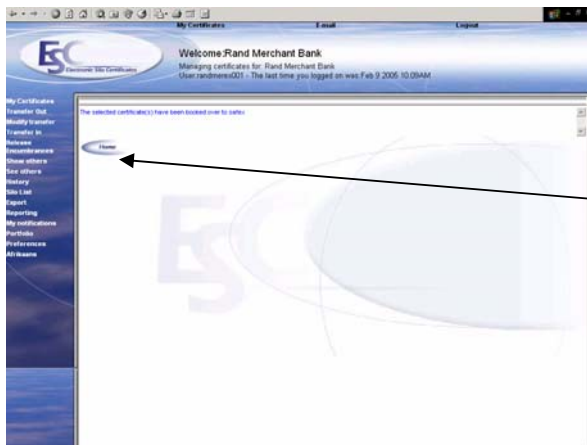
☐ Confirm

You will be presented with the detail of the certificate being transferred to Safex.

The member has the option to change the Safex Client Reference or the Delivery date.

Tick the box to confirm that the transfer details are correct.

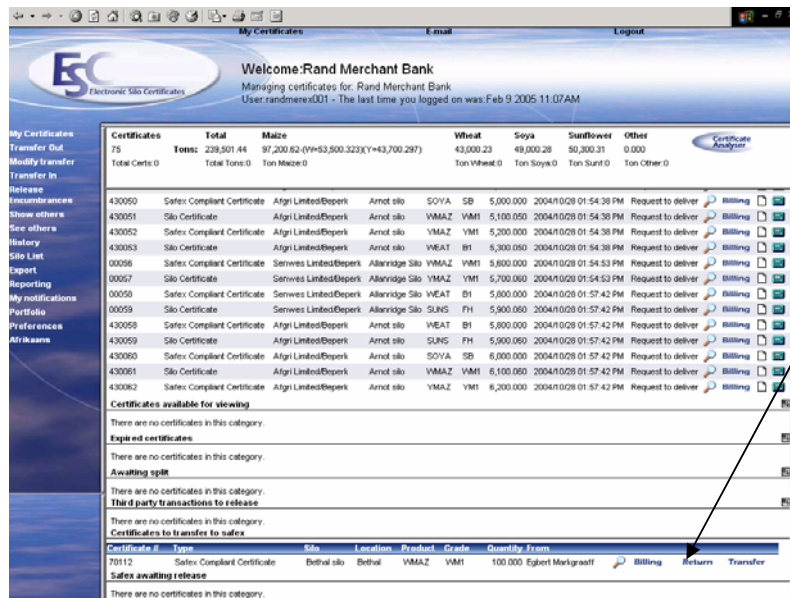
Click on "Submit" to complete the transfer or "Cancel" if the transfer details are incorrect.



You will receive a message that the certificates have been transferred to Safex successfully.

Click on "Home" to take you back to the My Certificates view

Transfer certificates back to the Safex Client (from the Member's perspective)



Welcome Rand Merchant Bank
Managing certificates for Rand Merchant Bank
User randmex001 - The last time you logged on was Feb 9 2005 11:07AM

Certificates	Total	Maize	Wheat	Soya	Sunflower	Other
75	Tons: 239,501.44	97,200.82 (YH=53,500.323)(Y=43,700.297)	43,000.23	48,000.28	50,300.31	0.000
Total Certe: 0	Total Tons: 0	Ton Maize: 0	Ton Wheat: 0	Ton Soya: 0	Ton Sunf: 0	Ton Other: 0

Certificate #	Type	Silo	Location	Product	Grade	Quantity	From	Return
430090	Safex Compliant Certificate	Atgr Limited/Depark	Arnot silo	SOYA	SB	5,000.000	2004/10/28 01:54:38 PM	Request to deliver
430091	Silo Certificate	Atgr Limited/Depark	Arnot silo	VMAZ	VMT	5,100.000	2004/10/28 01:54:38 PM	Request to deliver
430092	Safex Compliant Certificate	Atgr Limited/Depark	Arnot silo	VMAZ	VMT	5,200.000	2004/10/28 01:54:38 PM	Request to deliver
430093	Silo Certificate	Atgr Limited/Depark	Arnot silo	VEAT	BT	5,300.000	2004/10/28 01:54:38 PM	Request to deliver
000056	Safex Compliant Certificate	Senwes Limited/Depark	Alberidge Silo	VMAZ	VMT	5,800.000	2004/10/28 01:54:53 PM	Request to deliver
000057	Silo Certificate	Senwes Limited/Depark	Alberidge Silo	VMAZ	VMT	5,700.000	2004/10/28 01:54:53 PM	Request to deliver
000058	Safex Compliant Certificate	Senwes Limited/Depark	Alberidge Silo	VEAT	BT	5,800.000	2004/10/28 01:57:42 PM	Request to deliver
000059	Silo Certificate	Senwes Limited/Depark	Alberidge Silo	SUNG	FH	5,900.000	2004/10/28 01:57:42 PM	Request to deliver
430059	Safex Compliant Certificate	Atgr Limited/Depark	Arnot silo	VEAT	BT	5,800.000	2004/10/28 01:57:42 PM	Request to deliver
430059	Silo Certificate	Atgr Limited/Depark	Arnot silo	SUNG	FH	5,900.000	2004/10/28 01:57:42 PM	Request to deliver
430060	Safex Compliant Certificate	Atgr Limited/Depark	Arnot silo	SOYA	SB	6,000.000	2004/10/28 01:57:42 PM	Request to deliver
430061	Silo Certificate	Atgr Limited/Depark	Arnot silo	VMAZ	VMT	6,100.000	2004/10/28 01:57:42 PM	Request to deliver
430062	Safex Compliant Certificate	Atgr Limited/Depark	Arnot silo	VMAZ	VMT	6,200.000	2004/10/28 01:57:42 PM	Request to deliver

Certificates available for viewing
There are no certificates in this category.

Expired certificates
There are no certificates in this category.

Awaiting split
There are no certificates in this category.

Third party transactions to release
There are no certificates in this category.

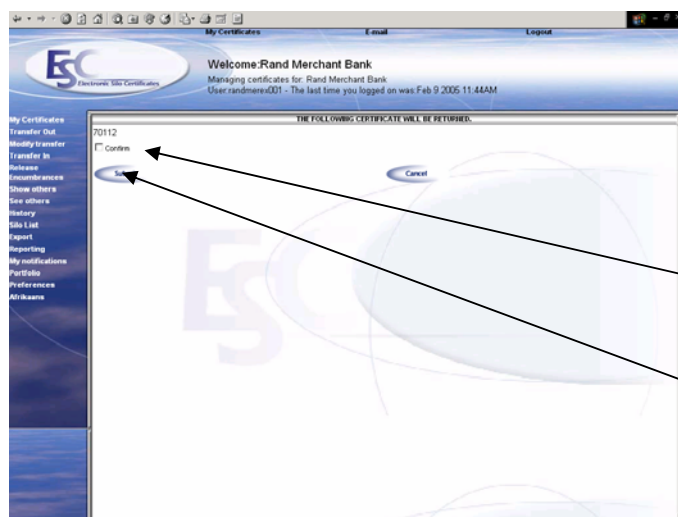
Certificates to transfer to safex
There are no certificates in this category.

Certificate #	Type	Silo	Location	Product	Grade	Quantity	From	Return
70112	Safex Compliant Certificate	Bethal silo	Bethal	VMAZ	VMT	100.000	Egbert Markgraaff	Return

Safex awaiting release
There are no certificates in this category.

Click on the "Return" action button to return the certificate to the Safex Client you received the certificate from.

You will be presented with a confirmation screen.



Welcome Rand Merchant Bank
Managing certificates for Rand Merchant Bank
User randmex001 - The last time you logged on was Feb 9 2005 11:44AM

THE FOLLOWING CERTIFICATE WILL BE RETURNED:

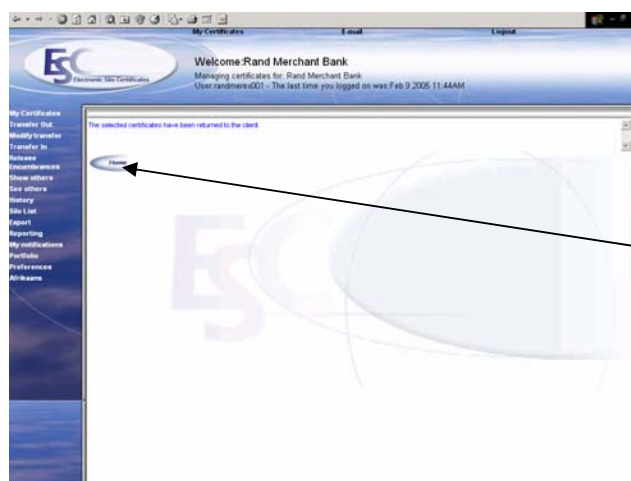
70112

☐ Confirm

The confirmation screen will reflect the number of the certificate that you are transferring back to the Safex Client.

You will be required to tick the check box to confirm the transfer.

Click on the "Submit" button to complete the transfer or "Cancel" to abort the transfer



Welcome Rand Merchant Bank
Managing certificates for Rand Merchant Bank
User randmex001 - The last time you logged on was Feb 9 2005 11:44AM

The selected certificates have been returned to the client

You will receive confirmation that the certificate has been returned to the owner successfully.

Click on the "Home" button to return to the My Certificates view

Encumber certificate to another party

Please complete the information for this transfer

What does this process do?

Certificates: 2000 3000 6000 7000 8000 9000 10000 11000 12000

Offer to: ☒ Encumber ☐ Deliver ☐ Split

Tonnage: 6800

To whom: 101299(Vernon Penny)

Open for: 72 hours

Conditional: ☒

Transferor (Out): Afgri Limited/Beperk

Transferee (In): 101299(Vernon Penny)

Third Party: 101299(Vernon Penny)

Please select the releasing party below

☐ Me ☐ Counter party ☐ Third Party

Next

All the certificate numbers selected on offer will be populated automatically.

You will need to type in the tonnage for the transaction in this box. If the tonnage does not match the transaction will fail.

Select to whom you want to offer the certificate. Similar to Internet banking you have to know the account number of the account you want to transfer to. Accounts that you have already activated will be in the drop list.

Select the maximum time you are allowing for the transaction to be made available to the other party.

If you select the "Conditional checkbox" then the details of the releasing party will be displayed. You will need to select who the releasing party will be from the radio buttons marked "Me" or "Counter Party". You can also select a third party to release

Note



If an offer is conditional, then both parties have to accept the transaction before the nominated releasing party releases the transaction and the encumbrance of the certificate.

TRANSACTION SUMMARY

Transaction ref / Certificates: 18000,19000,20000

Total tonnage: 5700

Offer to: Encumber

To: 101299(Vernon Penny)

Open for: 72 hours.

Expires: 3/12/2004

Conditional: No

Releasing party: Not Applicable

Back Submit

Once you have filled in the details you will have a last chance to review the encumbrance details.

If you are not satisfied that the encumbrance details are correct you can press the "Back" button to go back and correct any mistakes.

If you are satisfied with the details, click on "Submit" and the offer will be made.

The Certificate(s) has been put on offer and will remain there for 72 hours.

You will get a confirmation screen. You will also see the offer in the "Transfers Out" section of the "my certificates" view.

Deliver a certificate to the Silo Owner

TRANSACTION DETAILS

Please complete the information for this transfer

What does this process do?

Certificates: 802078

Offer to: *

Tonnage: *

Enter an instruction or comment

☐ Transfer ownership to another party

☐ Encumber as security

☐ Transfer to Safex

☒ Deliver or credit storage account

☐ Split

2000

All the certificate numbers on offer will be populated automatically.

Select "Deliver or credit storage account" from the list.

You need to put in the correct total tonnage for the transaction, if the tonnage is incorrect then the transaction will fail.

TRANSACTION SUMMARY

Transaction ref / Certificates: 18000

Total tonnage: 1800

Offer to: Deliver

[Back](#) [Submit](#)

Once you have filled in the details you will have a last chance to review the transaction details.

If you are not satisfied that the details of the offer are correct you can press the "Back" button to go back and correct any mistakes.

If you are satisfied with the offer, click on "Submit" and the offer will be made.

The certificate information will become available to the silo owner and marked for delivery

[Home](#)

You will get a confirmation screen. You will also see the offer in the "Booked for cancellation/delivery" section of the "my certificates" view.



Note

Once a certificate is booked for physical delivery, it is locked and no longer tradable. The only way to release it is to get the silo owner to issue a new certificate and remove the locked certificate.

Request a certificate Split

TRANSACTION DETAILS

Please complete the information for this transfer

What does this process do?

Certificates: 802079

Offer to: *

☐ Transfer ownership to another party

☐ Encumber as security

☐ Transfer to Safex

☐ Deliver or credit storage account

☒ Split

Next

The certificate numbers that you have selected will be populated automatically.

Select the split option.

Please describe how you would like to split the certificate(s):

Certificate #	Instruction
5000	split into 3 certificates, 2 for 400 tons each and 1 into 200 tons

Submit

The split request page will again populate the certificate number that you request to be split automatically.

You need to fill in the instructions on how you want the certificate to be split, this request will be sent to the Silo Owner automatically.

The request to split has been sent to the silo owners

Home

You will get a confirmation screen. You will also see the offer in the "Awaiting Split" section of the "my certificates" view.

Note



Once a certificate split request has been made, the certificate is locked and no longer tradable. As soon as the Silo Owner has processed the split, your new certificates will be put in your "My Certificates" view and the awaiting split certificate will be removed.

Modify Transfer

If you have put a certificate up for offer and the offer has not been accepted, you will only be able to modify the time the offer is open for.

The screenshot shows a sidebar menu on the left with the following items: My Certificates, Transfer Out, **Modify transfer**, Transfer In, Release, Encumbrances, Show others, See others, History, Silo List, Export, Reporting, My notifications, Portfolio, Preferences, and Afrikaans. The main form area has a header 'Offers' circled in red. Below it, the 'Certificates in this batch' field contains '1000,4000,5000,6000'. The 'Offer to' field contains 'Transfer'. The 'To whom' field contains 'Afqri Limited/Beperk'. The 'Open for' field contains '72' and is circled in red. The 'Tonnage' field contains '1600'. The 'Conditional' field contains 'No'. The 'Releasing party' field is empty. At the bottom are 'Submit' and 'Home' buttons.

Batch #	Certificate #
200	8000
200	9000
205	3000
205	18000

The 'Batch #' column is circled in red, and an arrow points from the text below to the '205' entry.

You will notice "Offers" in the top right hand corner, this is a link that will show you all certificates that you currently have on offer.

If there are multiple certificates that make up the same offer, you can identify them as they will have the same Batch Number.

Clicking on the "Batch Number" will populate the "modify Transfer" form with all the relevant details and certificate numbers. You can see in the example above that batch number 205 was selected.

The screenshot shows a confirmation message: "The offer to transfer has been extended succes". Below the message is a "Home" button.

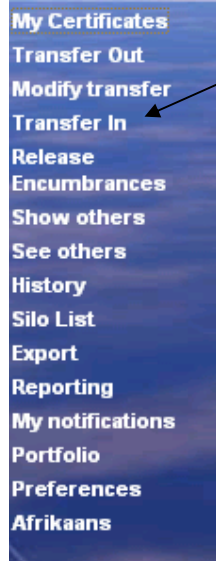
Once you have extended or reduced the time the offer will be open for, you will get a confirmation screen.



Note

The other party has accepted once the transaction you will no longer see the transaction in this screen.

Transfer In



The "Transfers In" is used to either accept offers that have been made to you or alternatively to create an offer to accept before an offer has been made to you.

To view the certificates that are on offer to you click on "Transfers to me"

"Manual Entry" will clear the fields and allow you to input the details manually.

Transfer Ref	Certificate(s)
198	2000
204	22000

Clicking on "transfers to me" will show you a list of all the certificates that are on offer to you.

You can simply click the "Transfer Ref" and it will automatically populate the form with the relevant information.

The tonnage field is NOT populated by default; you have to input the tonnage for the total order for the offer to be accepted or activate the automated tonnage calculation function under "Preferences".

Select from whom you want to accept the certificate.

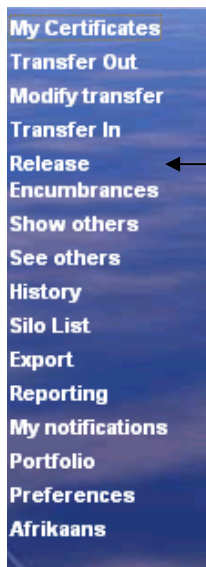
Similar to Internet banking you have to know the account number of the account you want to receive from. Accounts that you have already activated will be available for selection from the drop list.

Transaction ref / Certificates:	38000
Total tonnage:	3800
Accept to:	Transfer
From:	101247(Afgri Limited/Beperk)
Open for:	72 hours.
Expires:	3/21/2004 1:07:19 PM
Conditional:	No
Releasing party:	Not applicable
Back	Submit

Once you have filled in the tonnage and checked all the other details are correct, you can submit the transaction and should the transaction details all be accepted in the system, the certificate will become available in your "My Certificates".

A manual transaction will require that you input all the details in the field manually, and will mean that you post an offer to accept before an offer to purchase has been put in the system. You will get a notification screen when you place a manual transaction.

Your offer to recieve these certificates have been captured successfully.
Home



Release Encumbrance

If you hold an encumbrance and would like to release it, you need to select the encumbrance that you would like to release, then click on "Release Encumbrance".

My Certificates	Summary	Certificates	Total	Maize	Wheat	
Transfer Out	18	Tons:	27,700.00	9,600.00	12,000.00	
Modify transfer	Total Certs:0	Total Tons:0	Ton Maize:0	Ton Wheat:0		
Transfer In						
Release Encumbrances	12000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2 1200
Show others	15000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1 1500
See others						
History	Transfers In					
Silo List	Certificate #	Type	Silo	Location	Product	Grade Quantity F
Export	36000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1 3600 /
Reporting	37000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2 3700 /
My notifications	38000	Silo Certificate	Klerksdorp	Bethall Ext 4	YM	YM1 3800 /
Portfolio	40000					4000 /
Preferences	Encumbrances Held					
Afrikaans	Certificate #	Type	Silo	Location	Product	Grade Quantity
	☒ 22000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1 2200
	☐ 27000	Silo Certificate	Klerksdorp	Bethall Ext 4	SF	BP2 2700
	Booked for cancellation/delivery					
	Certificate #	Type	Silo	Location	Product	Grade Quant
	16000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM2 1600
	17000	Silo Certificate	Klerksdorp	Bethall Ext 4	YM	YM1 1700

You have selected the following certificates to free their from encumbrance(s).

10000

To continue please select 'Confirm' and click 'Submit'

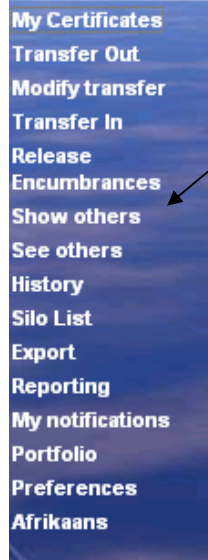
☒ Confirm

You have to check the "Confirm" button for the encumbrance to be released.

The certificates have been freed from their encumbrance

You will get a conformation screen when the encumbrance is released.

Show Others



Use this option if you want to make certificates available for others to view, either temporarily or on an ongoing basis.

There are 3 ways to allow other users to view your certificates.

Select the certificate or certificates that you want to make available for other to view by checking the check boxes that correspond to that certificate.

My Certificates Transfer Out Modify transfer Transfer In Release Encumbrances Show others See others History Silo List Export Reporting My notifications Portfolio Preferences Afrikaans	Summary	Certificates	Total	Maize
		12	Tons: 12,000.00	3,000.0
	My Certificates			
	☒	4000	Silo Certificate	Bethall
	☒	20000	Safex Silo Certificate	Bethall
	Transfers Out			
	Certificate #	Type	Location	Product
	3000	Silo Certificate	Bethall	WT
	8000	Silo Certificate	Bethall	WT
	9000	Silo Certificate	Bethall	SF
	18000	Safex Silo Certificate	Bethall	WT
	Certificates Encumbered			

Password Protected

CERTIFICATES VISIBLE TO THIRD PARTIES	
Certificate number	Publication types
Certificate # 18000 Remove Publication	☒ Password ☐ Selected users ☐ E-mail

Password protect allows you to set a passwords that other would need to input to view your certificate. Any ESC System user that knows the password will be able to view the certificate if they know both the certificate number and the password.

CERTIFICATE PASSWORD	
Certificate #:	00019 *
Password:	password *
Period:	24 hours *
Submit	Home

Passwords can be set as follows:

Unique password per certificate for a limited period.

Allow selected users to view certificates

Allow only designated users to view your certificate or certificates, you can manage this user list and only specified users will be allowed to view the certificate.

If the account that you want to show a specific certificate is not in the list then you can add them by typing their account number in and clicking on "Add"

The users that are in the list can be given access by selecting the check boxes. These users can be further restricted to access the certificate within the selected time period.

E-mail a copy of the certificate to a user

A non-tradable copy of the certificate will be emailed to the user or users in the list.

Email a non-tradable copy of a certificate to a user.

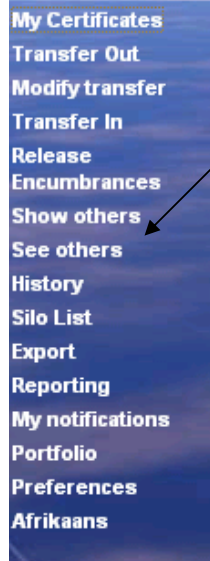
Select the e-mail address from a drop down list, or enter an e-mail address in the box provided and click on "Add".

You can remove users from the list by selecting their e-mail address and clicking on "Remove".

Click on "Submit to send the e-mails.

"Home" will take you back to the My Certificates view.

See Others

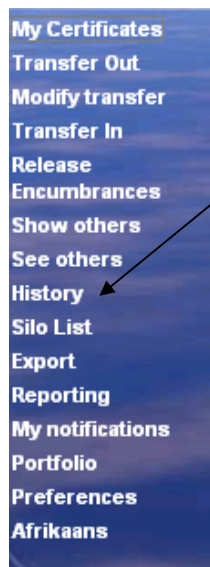


If you have been given access to someone else's certificates, you can click on "See Others" to view the certificates.

You will need the certificate number and the password before you can view the certificate.

A form titled 'See Others' with a white background. It contains two input fields: 'Certificate #' and 'Password'. Both fields are highlighted with red circles. Below the fields is a blue 'Submit' button.

History



The "History" screen will show you the details of all the certificates that you either own or have had in your possession and now changed ownership.

Certificate #	Event	Seller	Buyer	Date
10000	Encumber	Egbert Markgraaff	Richard Jucniewietch	11/26/2003 3:39:00 PM
10001	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
11000	Transfer	Richard Jucniewietch	Egbert Markgraaff	12/1/2003 4:09:00 PM
13000	Transfer	Egbert Markgraaff	Richard Jucniewietch	12/1/2003 4:00:00 PM
14000	Transfer	Richard Jucniewietch	Egbert Markgraaff	12/1/2003 4:09:00 PM
14000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM
15000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
15000	Transfer	Egbert Markgraaff	Richard Jucniewietch	12/1/2003 4:00:00 PM
15000	Encumber	Richard Jucniewietch	Egbert Markgraaff	12/1/2003 4:32:00 PM
16000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM
16000	Encumber	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:25:00 PM
17000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM
18000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM
19000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 10:02:00 AM
2000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
2000	Encumber	Egbert Markgraaff	Richard Jucniewietch	11/26/2003 3:39:00 PM
20000	Transfer	Egbert Markgraaff	Richard Jucniewietch	12/1/2003 4:00:00 PM
23000	Encumber	Egbert Markgraaff	Richard Jucniewietch	12/1/2003 4:37:00 PM
24000	Encumber	Egbert Markgraaff	Richard Jucniewietch	11/26/2003 12:16:01 PM
3000	Transfer	Richard Jucniewietch	Egbert Markgraaff	11/26/2003 3:21:00 PM
3000	Transfer	Egbert Markgraaff	Richard Jucniewietch	12/1/2003 4:00:00 PM
4000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM
5000	Transfer	Egbert Markgraaff	Richard Jucniewietch	11/25/2003 12:16:01 PM

Silo List

My Certificates

Transfer Out

Modify transfer

Transfer In

Release

Encumbrances

Show others

See others

History

Silo List

Export

Reporting

My notifications

Portfolio

Preferences

Afrikaans

This is the list of Silo Owners that are currently registered on the system, their contact details and physical address.

Silo Name	Contact Person	E-mail	Physical Address	Region	Code	Postal Address	Region	Code	Tel	Fax
Afgri		e-markgraaff@executivemail.co.za								
Servwes Limited/Beperk	Egbert	andrep@sandbox.co.za	Physical Address	Region 1	1010	Postal Address	Region 1	1010	011 679 2721	0825563325
Afgri Limited/Beperk	John Goodman	andrep@sandbox.co.za	Physical Address	Region 1	1010	Postal Address	Region 1	1010	011 789 4545	011 789 4456

Export

My Certificates

Transfer Out

Modify transfer

Transfer In

Release

Encumbrances

Show others

See others

History

Silo List

Export

Reporting

My notifications

Portfolio

Preferences

Afrikaans

Export allows you to select the information about your certificates, based on criteria that you select from the selection screen and export that information to Microsoft Excel format.

Select the information that you would like to export by checking the check boxes.

Select which data you would like to export

☒ My Certificates

☒ Transfers Out

☒ Certificates Encumbered

☐ Transfers In

☐ Encumbrances Held

☐ Booked for cancellation/delivery

☐ Expired certificates

☐ Awaiting split

Select the fields you would like to export for the above areas:

☒ Certificate #

☒ Grade

☐ Owner Name

☒ Date Processed

☐ Certificate Note

☒ Certificate Type

☒ Quantity

☐ Counter No

☒ Request No

☒ Silo

☒ Silo Owner

☐ Folio Ref

☐ Costing

☐ Product

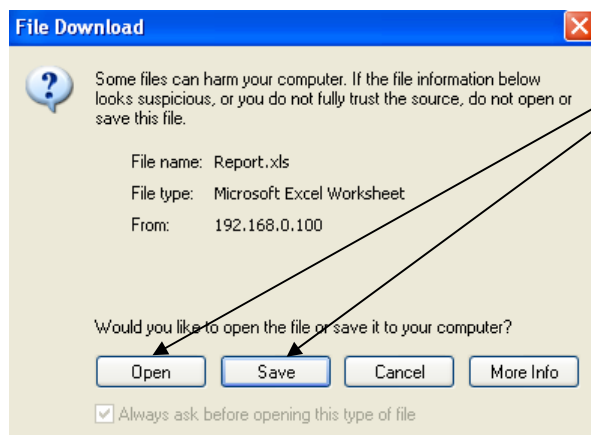
☐ Silo Account

☐ Date Issued

☐ Portfolio

Submit

Home

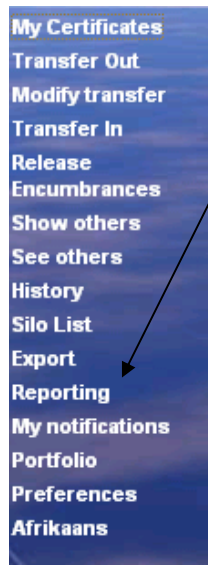


The export creates an excel file on the server, you have the option to open the file from the server by clicking on open, or alternatively you can save it to your personal computer and open the file at your leisure by clicking Save.

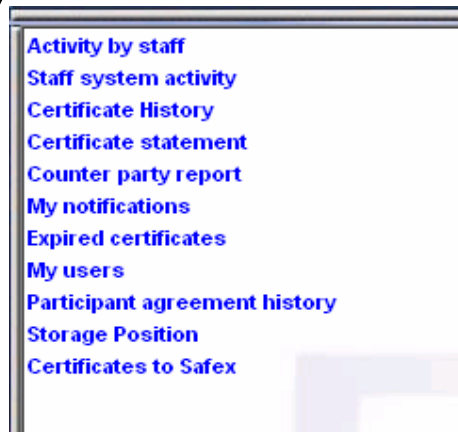
Export Sample in Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
1	My Certificates										
2	Certno	Grade1	Grade2	Ownername	Dateprocessed	Certtype	Quantity	Certrequest	Location	Silo	Product
3	18000	BP		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	1800	2330348	Bethall Ext 4	Klerksdorp	WT
4	19000	BP2		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	1900	2330349	Bethall Ext 4	Klerksdorp	WT
5	20000	BP2		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	2000	2330350	Bethall Ext 4	Klerksdorp	SF
6	23000	WM2		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	2300	2330353	Bethall Ext 4	Klerksdorp	WM
7	24000	YM1		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	2400	2330354	Bethall Ext 4	Klerksdorp	YM
8	28000	BP2		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	2800	2330358	Bethall Ext 4	Klerksdorp	SO
9											
10	Transfers Out										
11											
12											
13	Certificates Encumbered										
14	Certno	Grade1	Grade2	Ownername	Dateprocessed	Certtype	Quantity	Certrequest	Location	Silo	Product
15	7000	BP2		Vernon Penny	3/10/2004 12:54:48 PM	Silo Certificate	700	2330337	Bethall Ext 4	Klerksdorp	SO
16	11000	BP		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	1100	2330341	Bethall Ext 4	Klerksdorp	WT
17	12000	BP2		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	1200	2330342	Bethall Ext 4	Klerksdorp	WT
18	15000	WM1		Vernon Penny	3/10/2004 12:54:49 PM	Silo Certificate	1500	2330345	Bethall Ext 4	Klerksdorp	WM
19											
20	Transfers In										
21	Certno	Grade1	Grade2	Ownername	Dateprocessed	Certtype	Quantity	Certrequest	Location	Silo	Product
22	36000	WM1		Afgri Limited/Beperk	3/10/2004 12:54:49 PM	Silo Certificate	3600	2330366		Klerksdorp	WM
23	37000	WM2		Afgri Limited/Beperk	3/10/2004 12:54:49 PM	Silo Certificate	3700	2330367		Klerksdorp	WM
24	38000	YM1		Afgri Limited/Beperk	3/10/2004 12:54:49 PM	Silo Certificate	3800	2330368		Klerksdorp	YM
25	40000			Afgri Limited/Beperk	1/1/1900 12:00:00 AM		4000				
26											
27	Encumbrances Held										
28	Certno	Grade1	Grade2	Ownername	Dateprocessed	Certtype	Quantity	Certrequest	Location	Silo	Product
29	22000	WM1		Afgri Limited/Beperk	3/10/2004 12:54:49 PM	Silo Certificate	2200	2330352	Bethall Ext 4	Klerksdorp	WM
30	27000	BP2		Afgri Limited/Beperk	3/10/2004 12:54:49 PM	Silo Certificate	2700	2330357	Bethall Ext 4	Klerksdorp	SF
31											
32	Awaiting Delivery										

Reporting



The reporting section of the application is where you can draw all the reports that are available to the users of the system. All the reports are specific to your account or to the certificates you own.



The reports that are available are self-explanatory and this user guide will not go into detail explaining what each report is.



Note

You can only get reports on your account and certificates.

The reports are dynamic and can be based on criteria that you choose to filter your data, in this example to can either choose by certificate number, date from, date to or the user that did the transaction.

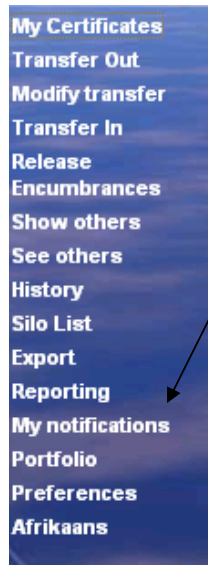
certno	Product	Grade1	Quantity	Action	Grossamount	Owner	Counterparty	Trandate	Owneruser	Tranref
96000	WT	BP2	9600	Encumbrance In	5472.0000	Vernon Penny (745236965235)	Atgri Limited/Bepek (1982/202110/03)	2004-03-09 15:52:58	Vernon Penny (745236965235)	376
96000	WT	BP2	9600	Encumbrance Out	5472.0000	Vernon Penny (745236965235)	Atgri Limited/Bepek (1982/202110/03)	2004-03-09 15:52:58	Vernon Penny (745236965235)	376
97000	SF	BP2	9700	Encumbrance In	5529.0000	Vernon Penny (745236965235)	Atgri Limited/Bepek (1982/202110/03)	2004-03-09 15:52:58	Vernon Penny (745236965235)	376
97000	SF	BP2	9700	Encumbrance Out	5529.0000	Vernon Penny (745236965235)	Atgri Limited/Bepek (1982/202110/03)	2004-03-09 15:52:58	Vernon Penny (745236965235)	376

Very Important



You can either select a single criterion to filter the data or alternatively you can use multiple criteria together. E.g. you may want to see a particular certificate traded in January, for this you would use both the date and the certificate criteria.

My Notifications



The "My Notifications" button will open a new web page that will display all the system-generated messages that have been sent either to or from you.

These include all transaction messages on the status of an order and its acceptance, as well as all the messages that may have been sent to the silo owners for split requests and physical deliveries.

This report is dynamic and can be based on criteria that you choose to filter your data, in this example to can either choose by certificate number, date from, date to or the user that did the transaction.

EMAIL NOTIFICATIONS				
Certificate #		Date from:	Date to:	E-mail: vernonp@sandbox.co.za
Submit				
Subject	Email	Message	Notification date	Certno
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 19 2004 8:28AM www.silocerts.co.za	3/19/2004 8:28:08 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 19 2004 7:36AM www.silocerts.co.za	3/19/2004 7:36:51 AM	
Request for paper certificate reissue	vernonp@sandbox.co.za	On 2004-03-18 14:24:40 Vernon Penny requested that the following certificates be reissued on paper. The certificate details are as follow: Certificate # 17000 Product: YM Grade:YM1 Quantity:1700 Silo:Kleeksdorp Cost:3197.70	3/18/2004 2:24:40 PM	
Request for paper certificate reissue	vernonp@sandbox.co.za	On 2004-03-18 14:24:40 Vernon Penny requested that the following certificates be reissued on paper. The certificate details are as follow: Certificate # 16000 Product: WM Grade:WM2 Quantity:1600 Silo:Kleeksdorp Cost:3009.60	3/18/2004 2:24:40 PM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 2:23PM www.silocerts.co.za	3/18/2004 2:23:12 PM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 1:10PM www.silocerts.co.za	3/18/2004 1:10:27 PM	
Split Request for certificate 25000	vernonp@sandbox.co.za	The following instruction has been sent to the silo Kleeksdorp: please split into 2 certificates 1 of 1500 and the other 1000 tons	3/18/2004 12:17:55 PM	25000
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 11:47AM www.silocerts.co.za	3/18/2004 11:47:06 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 11:29AM www.silocerts.co.za	3/18/2004 11:29:25 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 11:22AM www.silocerts.co.za	3/18/2004 11:22:20 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 10:54AM www.silocerts.co.za	3/18/2004 10:54:52 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 10:24AM www.silocerts.co.za	3/18/2004 10:24:40 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 10:21AM www.silocerts.co.za	3/18/2004 10:21:27 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 18 2004 10:07AM www.silocerts.co.za	3/18/2004 10:07:48 AM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 17 2004 5:20PM www.silocerts.co.za	3/17/2004 5:20:32 PM	
ESC Notification : Access of your Account	vernonp@sandbox.co.za	Dear Vernon Penny This email is to confirm that you logged on to www.silocerts.co.za at Mar 17 2004 5:14PM www.silocerts.co.za	3/17/2004 5:14:14 PM	

Portfolio

The screenshot shows the 'CERTIFICATE PORTFOLIO' window. At the top is a header bar with the title. Below it is a section labeled 'Certificates*' containing a large empty text area for entering certificate numbers. To the right of this area is a vertical scrollbar. Below the text area is a label 'Enter or select portfolio ref.*' followed by a text input field containing 'C9A' and a dropdown arrow. At the bottom are two buttons: 'Submit' and 'Cancel'.

Enter the certificate numbers, separated by commas, in the block provided.

A new portfolio reference can be allocated to the selected certificates or an existing reference can be selected from the drop down list.

Click on "Submit" to allocate the portfolio reference to the certificates.

Preferences

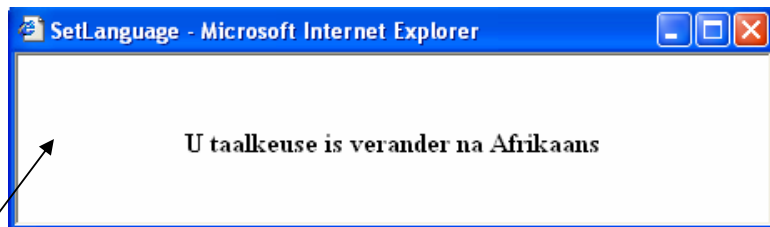
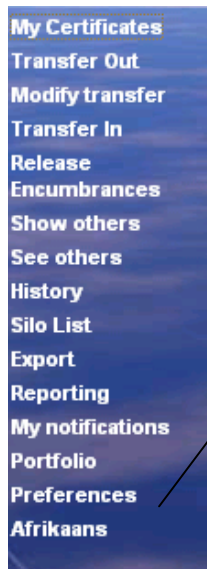
The screenshot shows the 'MY PREFERENCES' window. It has three main sections: 'Options', 'Default view', and 'My Reports'. The 'Options' section has two items: 'Auto calculate tonnage' and 'Show concurrent login alert', each with a checkbox. The 'Default view' section has two items: 'Summary view' and 'Detailed View', each with a radio button. The 'My Reports' section has one item: 'Default Storage Rate for "Storage Position Report" (*)' with a text input field. At the bottom are two buttons: 'Submit' and 'Home'.

Activate the functions to auto calculate tonnage and/or show a concurrent login alert by ticking the selection boxes.

Indicate whether you would like your register to reflect a summary view or a detailed view of all your certificates.

A default storage rate can be specified to calculate any storage costs payable after the original storage period, as indicated on the certificate, has expired.

Afrikaans



When you click the "Afrikaans" button on the navigation button, it will pop up a notification screen to inform you that you have changes the language to Afrikaans.

All the application screens will now default to Afrikaans from now on. To change it back, simply click on "English" on the main navigation menu

Welkom: Vernon Penny
Bestuur sertiikate namens: Vernon Penny
Die laaste keer wat jy aangeteken het was: Mar 18 2004 1:10PM

Opsomming	Sertifikate	Totaal	Mielies	Koring	Soya	Sonneblom
18	Ton:	27,700.00	9,600.00	12,000.00	2,600.00	3,500.00
Total Certs:0	Total Tons:0	Ton Maize:0	Ton Wheat:0	Ton Soya:0	Ton Sunf:0	

Sertifikate #	Type	Silo	Plek	Produk	Klas	Kwantiteit	Publiek	Kostes
☐ 18000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	WT	BP	1800	(NoNee)	Kostes
☐ 19000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	WT	BP2	1900	(NoNee)	Kostes
☐ 20000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	SF	BP2	2000	(NoNee)	Kostes
☐ 23000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	VM	VM2	2300	(NoNee)	Kostes
☐ 24000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	YM	YM1	2400	(NoNee)	Kostes
☐ 28000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	SO	BP2	2800	(NoNee)	Kostes

Sertifikate #	Type	Silo	Plek	Produk	Klas	Kwantiteit	Aan	Wanneer	Verval	Type
1000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	VM	VM1	100	Afgri Limited/Beperk	2004/03/17	2004/03/20	Oordrag
4000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	WT	BP	400	Afgri Limited/Beperk	2004/03/17	2004/03/20	Oordrag
5000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	WT	BP2	500	Afgri Limited/Beperk	2004/03/17	2004/03/20	Oordrag
6000	Silo Sertifikaat	Klerksdorp	Betel Ext 4	SF	BP2	600	Afgri Limited/Beperk	2004/03/17	2004/03/20	Oordrag

Sertifikate #	Type	Silo	Plek	Produk	Klas	Kwantiteit	Aan	Wanneer
7000	Silo Certificate	Klerksdorp	Bethall Ext 4	SO	BP2	700	Afgri Limited/Beperk	2004/03/17
11000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP	1100	Afgri Limited/Beperk	2004/03/17
12000	Silo Certificate	Klerksdorp	Bethall Ext 4	WT	BP2	1200	Afgri Limited/Beperk	2004/03/17
14000	Silo Certificate	Klerksdorp	Bethall Ext 4	VM	VM1	1400	Afgri Limited/Beperk	2004/03/17